



## THORNABY TOWN COUNCIL

### TERMS OF REFERENCE FOR THE EVENTS COMMITTEE:

#### **Membership**

The committee will comprise of 4 elected members to be elected at the Annual General Meeting of the Town Council each year. The quorum of the committee is 2 members.

#### **Meetings**

The Clerk and the Chair of the Events Committee will call meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Town Hall. Public Notice of the meeting shall be given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

#### **Objectives**

To exercise the functions of the Council in respect of all events.

#### **Documentation**

Minutes of all meetings will be recorded by the Clerk and signed copies of the minutes will be circulated at Full Council meetings of Thornaby Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

#### **Accountability**

The Events Committee has delegated powers to act on the behalf of the council in relation to the defined terms of reference only; any recommendations outside the Environment Committee's terms of reference shall be made to full council.

Date of policy: 2024	Approving committee: Annual Meeting	Date of committee meeting: May 2024
Reviewed: 2025	Approving committee: Annual Meeting	Date of Committee meeting: 12/05/25
Reviewed: 2026	Approving committee: Annual Meeting	Date of Committee meeting: 07/05/26



## Scope

The Events Committee to have delegated powers for the following:

- Responding to consultation documents relating to events.
- Advising the Town Council of the impact of events that will affect Thornaby.
- Preparing an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Town Council
- Being responsible for reviewing its yearly forecast of revenue and capital receipts and payments.
- Being responsible for formulating and submitting proposals to full council in regard to events (no later than 31 October each year) as laid down in financial regulation 3.1.

Date of policy: <a href="#">2024</a>	Approving committee: <a href="#">Annual Meeting</a>	Date of committee meeting: <a href="#">May 2024</a>
Reviewed: <a href="#">2025</a>	Approving committee: <a href="#">Annual Meeting</a>	Date of Committee meeting: <a href="#">12/05/25</a>
Reviewed: <a href="#">2026</a>	Approving committee: <a href="#">Annual Meeting</a>	Date of Committee meeting: <a href="#">07/05/26</a>